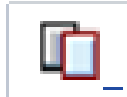


Managing User Data –Copy, Delete Users

Administrative Users have the ability to delete and copy user accounts. The copy feature can be used to replace a user with the same authority levels (NOTE: it is recommended to update the userid and password when replacing a User). It is recommended that no users be deleted as this may cause issues if there are previous actions associated with those users. While the functionality to delete users is provided, please do not do so.

Copy a User

- Identify the user to be copied in the User list (find user sub tab)



- Select the copy icon
- Selecting the copy icon will open the create user sub tab. Select the checkbox to indicate you have read the Data Privacy Statement, modify fields as necessary and click the save button at the top.

- Saving the new User information will open the display User information screen to verify your changes. (NOTE: This is a good time to gather the new information to send to the new User)

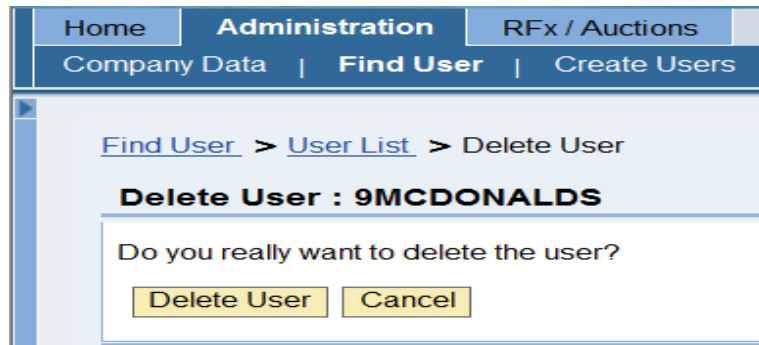
Managing User Data –Copy, Delete Users

Deleting a User (It is recommended not to delete a user)

- Identify the user to be deleted in the User list (find user sub tab)



- Select the delete icon
- A confirmation message that requires you to respond prior to execution will appear:



- A confirmation message will appear and the User will be removed from the User list.

